

Housekeeping

- The training will be recorded and saved for future use. Due to this:
 - We will have participants muted
 - If you have questions during the training, please enter them into the chat
 - Please refrain from asking questions focused on specific situations. We encourage people to set up time with HMIS staff to talk through case-specific situations.
- The slides and recording will be made available after the training on All Chicago's Helpdesk and our LMS



Documenting the Housing Move-In Date in HMIS

1/23/2025

Recorded



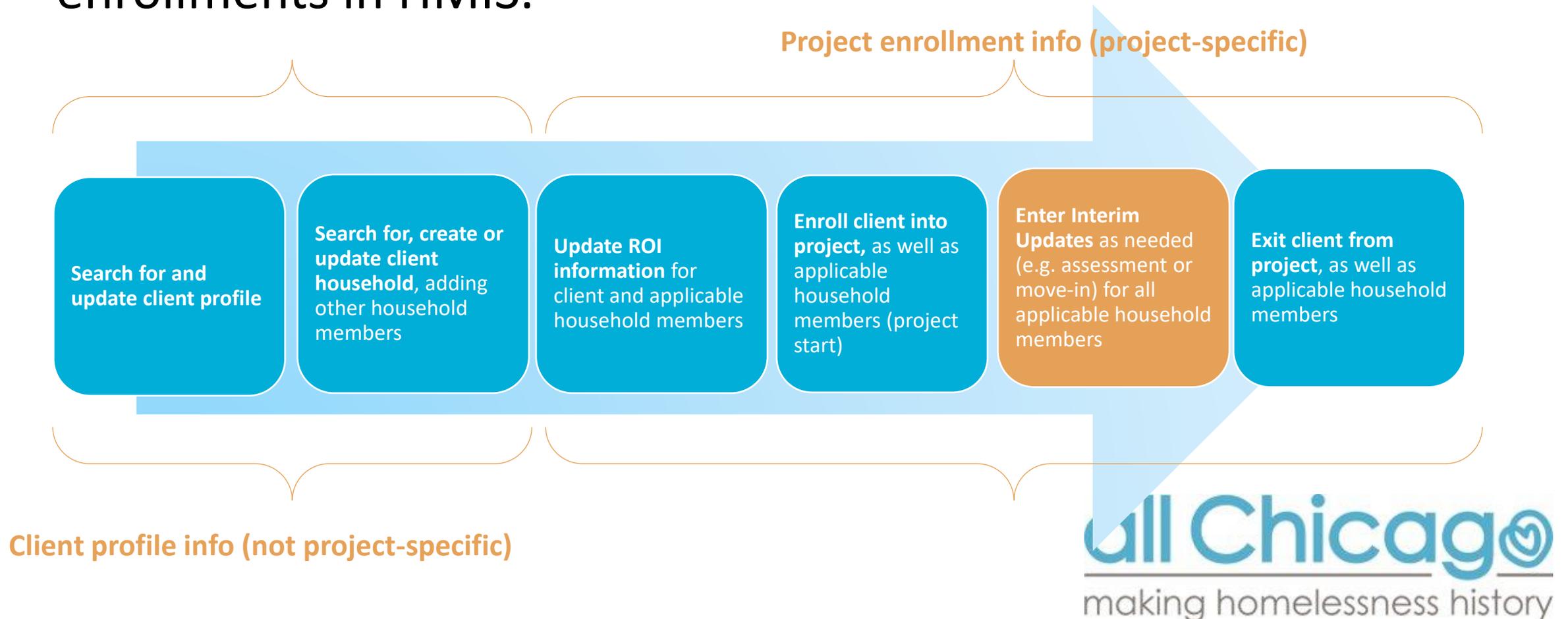
Learning Objectives

After training, you should understand:

- What a housing move-in date is
- The importance of documenting housing move-in date in HMIS
- How to document a housing move-in date in HMIS

Overall HMIS Flow

This is the flow that is followed for ALL permanent housing enrollments in HMIS.



Understanding the Housing Move-in Date

What is a housing move-in date (HMID)?

- The **first date** that a client stays in a **permanent living situation** *AFTER they enroll in the RRH or PSH project.*
- Housing move-in dates are **project-specific.**
 - Each project enrollment where the client stays in permanent housing must have its own housing move-in date.
- Every client's enrollment in a project can have at most 1 housing move-in date within it.
- Your project may need to set up a way to track this date.



A Housing Move-in Date is NOT (necessarily):

- The lease start date
- The date the client signs the lease
- The date the client receives the keys

Criteria for entering a Housing Move-in Date

HMID should be documented in HMIS when:

- A lease agreement applicable to the client is signed AND
- The client has physical access to the unit AND
- The client has spent the night in the unit

Importance of Documenting the Housing Move-in Date

Why HMID is a critical piece of data

If a HMID is not entered, **the client is assumed to be homeless by anyone who views HMIS data.**

Project/Program/Agency Impacts

- Fewer people appear to be housed than are housed.
- Agency not getting credit for the amazing work they are doing.
- Affects performance outcomes for that project/agency/program.

Continuum of Care / Homeless Response System Impacts

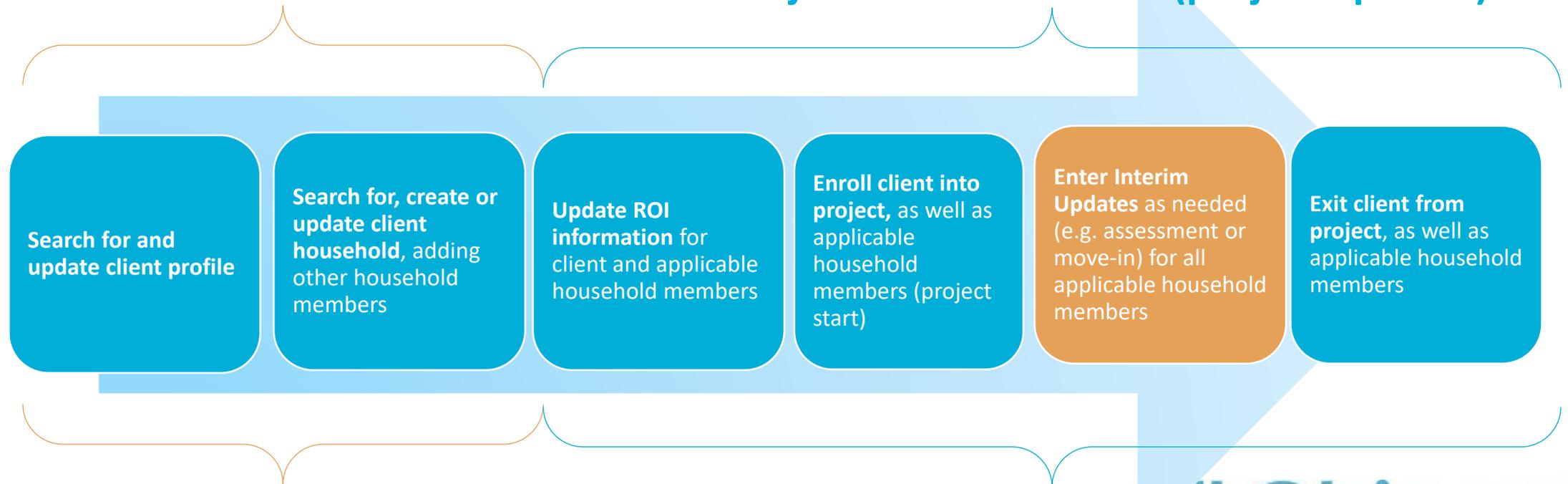
- Impacts system performance measures.
- HUD is becoming more reliant on data to evaluate project and system performance.

How to Document the Housing Move-in Date in HMIS

Overall HMIS Flow

This is the flow that is followed for ALL permanent housing enrollments in HMIS.

Project enrollment info (project-specific)



Client profile info (not project-specific)

How to know which date is the HMID

For every project enrollment where the client stays in permanent housing...

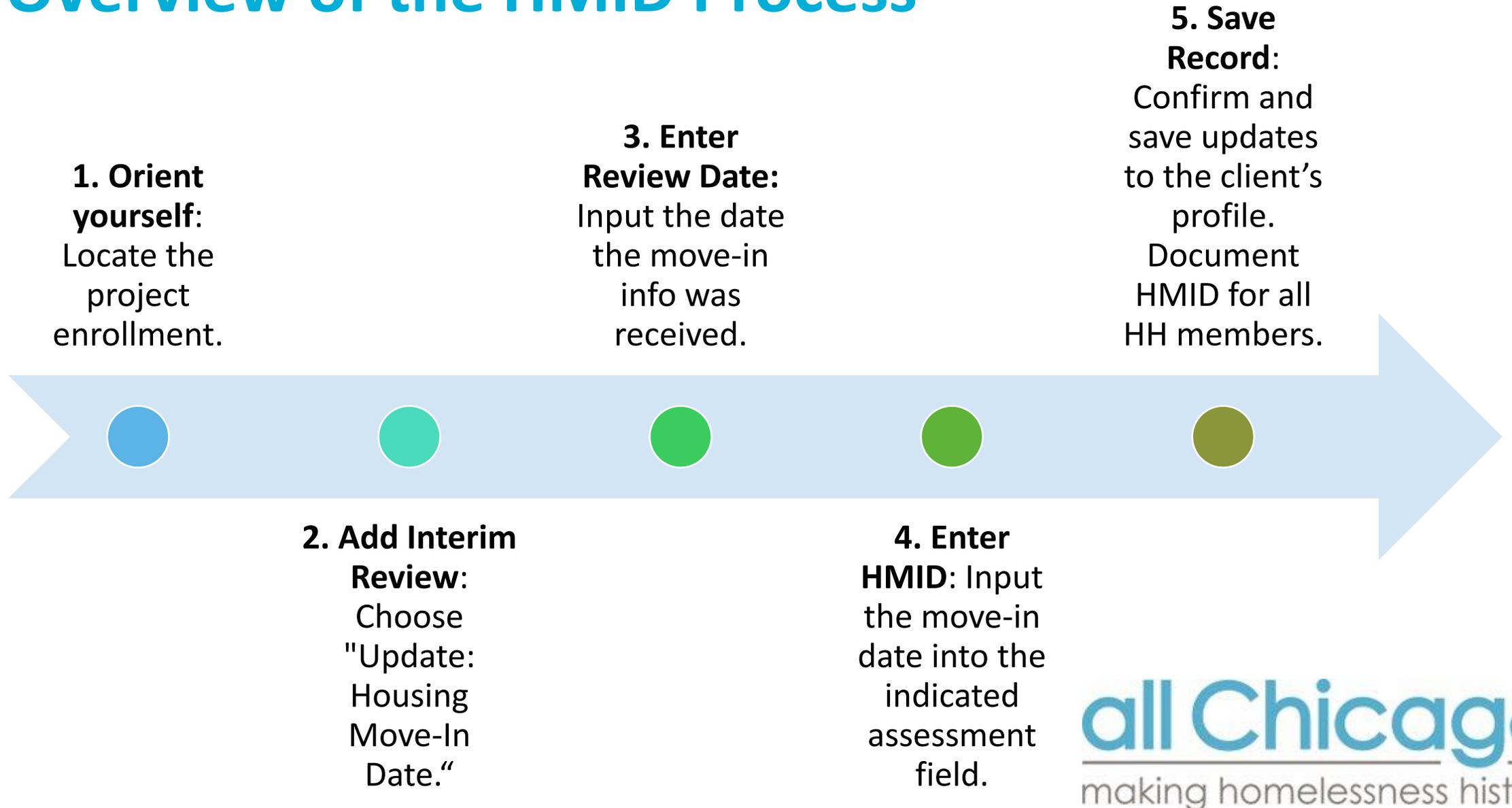
A Housing Move-in Date must be entered which:

is the first date after enrollment that the **client is in permanent housing**

is **on or after** the Project Start Date (entry date)

is **on or before** the Project Exit Date

Overview of the HMID Process



Step 1. Orient yourself to the client enrollment

- 1. Navigate to the Entry/Exit tab within the client profile
- 2. Locate the relevant PSH or RRH enrollment.
- 3. **If a client has not been enrolled, create an enrollment by clicking "Add Entry/Exit" and complete the entry assessment for the client.*

Client - (144) Smith, John 

 (144) Smith, John
Release of Information: **None** -Switch to Another Household Member- ▾ Submit

Client Information Service Transactions

Summary Client Profile Households ROI **Entry / Exit** Case Managers Case Plans Assessments

 Reminder: Household members must be established on Households tab before creating Entry / Exits

Entry / Exit

Program	Type	Project Start Date	Exit Date	Interims	Follow Ups	Client Count
 All Chicago - PSH (1415)	HUD	 10/01/2024				 3 

Add Entry / Exit Showing 1-1 of 1



Step 2. Add Interim Review



1. Add an Interim Review
2. Select Type "Update: Housing Move-in Date"

Interim Review Data	
Entry / Exit Provider	All Chicago - PSH (1415)
Entry / Exit Type	HUD
Interim Review Type *	Update: Housing Move-in Date
Review Date *	10 / 01 / 2024 11 : 18 : 18 AM

Step 3. Enter the Review Date

- The review date is the date the information about the move-in was received
- The review date must be on or after the Project Start Date

Type	Project Start Date
HUD	10/01/2024

Showing 1-1 of 1

✓	10 / 01 / 2024	📅 ↻ 📅	11 ▾ : 18 ▾
✓	10 / 15 / 2024	📅 ↻ 📅	11 ▾ : 18 ▾
✗	09 / 15 / 2024	📅 ↻ 📅	11 ▾ : 18 ▾

Interim Review Data	
Entry / Exit Provider	All Chicago - Rapid Re-housing (RRH) (1155)
Entry / Exit Type	HUD
Interim Review Type *	Update: Housing Move-in Date ▾
Review Date *	10 / 01 / 2024 📅 ↻ 📅 11 ▾ : 35 ▾ : 14 ▾ AM ▾

Step 4. Enter the Housing Move-in Date

Navigate to the correct HUD assessment.

You may need to navigate to the **HUD CoC & ESG Update (2024) Assessment** in the "Select an Assessment" window if it is not the default interim assessment for your project.

Interim Review Data	
Entry / Exit Provider	All Chicago - PSH (1415)
Entry / Exit Type	HUD
Interim Review Type	Update: Housing Move-in Date
Review Date	10/01/2024 11:18:18 AM

Interim Review Assessment	
Select an Assessment	
<input checked="" type="checkbox"/> HUD CoC & ESG Update (2024)	<input checked="" type="checkbox"/> Annual Assessment (2024)
<input checked="" type="checkbox"/> Coordinated Entry Transfer Request Form (External)	<input checked="" type="checkbox"/> Coordinated Entry Transfer Request Form (Internal)

Step 4. Enter Housing Move-In Date (continued)

1. Ensure you are in the HUD CoC & ESG Update Assessment.
2. Enter the Housing Move-in Date within the **HUD CoC & ESG Update (2024) Assessment**. **This field in the assessment is the data element required to indicate that the client has moved into permanent housing and is now housed.**
3. The Housing Move-in Date must be on or after the Project Start Date.

HUD CoC & ESG Update (2024) Interim Review Date: 10/01/2024 11:18:18 AM 

The following questions in italics (specifically in the Employment, Education, and Pregnancy/Parenthood sections) are recommended for your clients, but are not mandatory. They are highly encouraged to complete for youth.

Permanent Housing and Rapid Rehousing projects should indicate what date client moved into their unit.

Housing Move-in Date must be on or after enrollment and before exit. It should be the date the client has slept in the unit and not necessarily the lease date.

Housing Move-in Date / /    

Client's current Housing Type/Location:  

Step 5. Saving the updates

Add any other updates in the client record. Save and Exit.

Save

Save & Exit

Exit

Add the HMID to each household member's record

- **Each household member who moves in must have their own HMID documented.**
- It is possible for some members of the household to have a different HMID than the other members.
- **Repeat until all household members have been updated, then click Save and Exit.**

Household Members	HUD CoC & ESG Update (2024)
<p>(144) Smith, John ✓ Age: 54 Veteran: Yes (HUD)</p>	<p><i>The following questions in italics (specifically in the Employment, Education, and Pregnancy/Parenthood sections) They are highly encouraged to complete for youth.</i></p> <p>Permanent Housing and Rapid Rehousing projects should indicate what date client moved into their unit.</p> <p>Housing Move-in Date must be on or after enrollment and before exit. It should be the date the client has slept in the</p>
<p>(7) Client, Test ✓ Age: 33 Veteran: Yes (HUD)</p>	<p>Housing Move-in Date: <input type="text"/> / <input type="text"/> / <input type="text"/>    </p> <p>Client's current Housing Type/Location: <input type="text" value="-Select-"/></p>

Scenario 1 - Demonstration

A client enrolled in Project A on October 1, 2024, and moved into an apartment on November 6, 2024.

This information was verified by staff on November 8, 2024.

You need to go into HMIS to update the housing move-in date.

Scenario 2

Sandy initially moved into an apartment under the previous **RRH Project A** on **July 20** and continues to reside in that same apartment. Sandy had transitioned from a different RRH project that had concluded its contract.

As a case manager for **Project B**, you enrolled **Sandy** in your Rapid Rehousing (RRH) project on **October 15**.

You are now entering the Housing Move-In Date (HMID) for Sandy in your project.

What is the Housing Move-in Date that should be documented?

- October 15th (This is the first date the client has stayed in the unit after they were enrolled in the RRH project.)

Demonstration of entering the housing move-in date.

Scenario 3

A client in your project moved into an apartment on September 1, 2024. You updated the HMID. Then on October 17th, they moved into a different housing unit, with no days of homelessness in between.

What changes are needed in HMIS?

- No Action Needed (There is no need to change anything in HMIS, because they already moved into permanent housing, there is already a move in date)

FAQs and Troubleshooting

HMIS Helpdesk Articles

- Articles, resources, and workflows about HMIS use.

<https://hmis.allchicago.org/hc/en-us/articles/32208994835348-Housing-Move-in-Date>

All Chicago Help Desk (Contact)

- For HMIS-related inquiries

Email: helpdesk@allchicago.org

Reach out to the helpdesk to set up a time to talk through specific situations that need troubleshooting.